















Communicating with Contacts

	Open the E-mail Center	F5
	Send Internet E-mail	CTRL+SHIFT+E
	Get waiting Internet E-mail	
	Open the Document Management Center to edit, print, or fax documents	




Working with the GoldMine Team

	Send a telephone message	
	Send a pager message	
	Send GoldMine E-mail	
	Display Personal Rolodex	F11
	View the InfoCenter	

Managing Sales



	Schedule a forecasted sale	
	Display statistical analysis of activities	
	Display sales quota analysis	
	Display leads analysis	
	View projects and opportunities	F9

Automated Processes

	Attach an Automated Process	
	Design and maintain tracks	
	Scan tracks and process triggered events	

GoldMine
Business Contact Manager

Designing Reports

	Design, generate or print a report	CTRL+P
	Set report filter	
	Center object	ALT+C
	Change text font	ALT+F10
	Align text within object	CTRL+P
	Specify outline properties	CTRL+O
	Select a background	CTRL+B
	Edit a field expression	CTRL+F
	Edit a filter	CTRL+F6
	Insert Section label	F6
	Insert Text label	F9
	Insert Data field	F2
	Insert Expression field	F3
	Insert System field	F4
	Insert Dialog field	F5
	Insert Line	CTRL+F9
	Insert Picture from file	ALT+F8
	Insert Picture from Clipboard	ALT+F7
	Insert Duplicate field	ALT+F5
	Create Dialog Field	CTRL+R
	Edit Dialog Field	CTRL+M
	Delete Dialog Field	CTRL+D
	Define margins, ruler, and date format	F7
	Define a filter	CTRL+F7
	Save/update template	F10
	Save template under a new file name	SHIFT+F10
	Set up the printer	SHIFT+F8